CUSTOMER ASSISTANCE GUIDE BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

<u>DETACHED STRUCTURES (1000 SQ FT OR MORE)</u> ACCESSORY TO DETACHED ONE FAMILY DWELLING

(Shed - Detached Garage - Pavilions - Etc)

•	Please read all of the following information.
•	The following is a check list. You must have a "checkmark" in all the sections listed below prior to submitting your application.
	"Affidavit of Exemption" (See attached form) If you are hiring a contractor to construct your structure, and they have workers' compensation, have the contractor or their insurance carrier provide us with a "Certificate of Insurance" showing proof of such. If the homeowner or a contractor without workers' compensation is constructing the structure, the attached form must be completed and notarized.
	A site plan showing the proposed detached accessory structure, the outside dimensions of the structure, the distances in feet, to the front, sides, and rear property lines.
	Two (2) sets of construction drawings that show in detail code compliance for all of the work proposed, to include but not limited to the following information;
	Footing detail including depth below frost line. Type of foundation. Roof rafter size (2x6, 2x8, 2x10, etc). Rafter spacing (16" on center, 24" on center, etc). Thickness and type of roof sheathing. Ceiling joist size and spacing. Floor joist size and spacing. Wall sections showing top, bottom plates and headers. Location and size of all beams, girder/headers. Sizes of all doors. Plumbing Plans if applicable. Mechanical Plans if applicable. Electrical Plans if applicable. Wall bracing detail (material, length and fastening).
	Completed building permit application.

MDIA will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be marked "approved". A building permit will be issued and the applicant will be notified of the inspection fees and when they can pick-up the permit at the Municipal Building. All fees shall be paid prior to the issuance of the permit. Then use the inspection procedures provided to have all of the required inspections performed.

INSPECTION PROCEDURES DETACHED ACCESSORY STRUCTURES

- Building permit must be posted on the site of the work and clearly visible from the road until
 completion of the project.
- Your approved plans must be available at all times for inspections. These are the plans that
 were submitted with your application and were marked "Approved" by the Building Code
 Official.
- The permit applicant or authorized agent is responsible for scheduling all inspections.
- To schedule an inspection call the inspector listed below.
- DO NOT schedule an inspection if the work is not ready!!!!
- When scheduling an inspection, you must supply your permit number to the inspector.

PLEASE GIVE THREE (3) WORKING DAYS ADVANCE NOTICE FOOTING INSPECTION WILL BE GIVEN PRIORITY

MIDDLE DEPARTMENT INSPECTION AGENCY, INC.

- 1. Footing inspection To be done after forming and prior to placing of concrete.

 Inspector: Patrick Duffy Phone: 1-800-922-6342
- 2. Foundation inspection French drain and water-proofing prior to backfilling.

 Inspector: Patrick Duffy Phone: 1-800-922-6342
- 3. Plumbing under slab (rough-in) done prior to placing concrete floor.

 Inspector: Patrick Duffy Phone: 1-800-922-6342
- 4. Electrical Rough-in To be done prior to insulating.

 Inspector: Phillip McCartney Phone: 1-800-608-6342
- 5. Framing inspection Done prior to insulating, but after heating, plumbing and wiring are roughed in, and prior to any exterior finishes being applied.

 Inspector: Patrick Duffy Phone: 1-800-922-6342
- 6. Energy conservation.

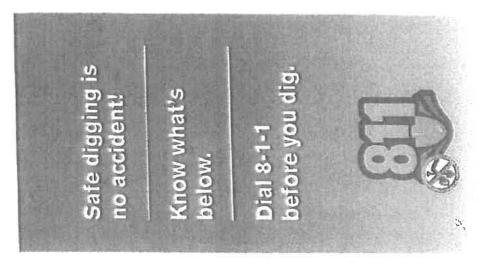
Inspector: Patrick Duffy Phone: 1-800-922-6342

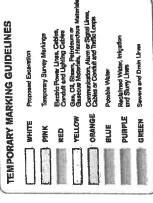
- 7. Wallboard. Only needed if there is an integral or attached garage.

 Inspector: Patrick Duffy Phone: 1-800-922-6342
- 8. Final Electrical When job is completely finished.
 Inspector: Phillip McCartney Phone: 1-800-608-6342
- 9. Final inspection When job is completely finished, prior to occupancy permit and after plumbing, mechanical and electrical.

Inspector: Patrick Duffy Phone: 1-800-922-6342

BEFORE DIGGING CALL 811 - SEE ATTACHED BROCHURE





The tollowing information is needed when you call PA One Call System.

YOUR TELEMIONE MUNBER YOUR MAELING ADDRESS COUNTY - The name of the county where the work will hake place HUNICIPALITY - City, Township or Borough where the

MUNICIPED TO THE WORK WILL TAKE PLACE
THE ADDRESS WHERE THE WORK WILL TAKE PLACE
THE ADDRESS WHERE THE WORK WILL TAKE PLACE
THE NAME OF A SECOND INTERSECTION NEAR THE
THE NAME OF WORK SITE
IS THE PROPOSED EXCAVATION AREA (WORK SITE)
IN THE PROPOSED EXCAVATION AREA (WORK SITE)
OTHER INFORMATION THAT WOULD HELP THE
LOCATION FIND THE SITE - CAMPAN INformation to
SEACH THE WARTH WORK WILL TAKE PLACE IN: Street,
SIGNING, Public of Physic BOTHY WOULD HELP THE
STREET THE WORK WILL TAKE PLACE IN: Street,
SIGNING, Public of Physic BOTHY WOULD HELP
THE EXTENT OF THE EXCAVATION - The approximate
star of the opening; the birgh and with or dismeter
THE METHOD OF EXCAVATION - How will the earth be

TO THE WORK BEING DONE FOR PROPERTY THE UTILITIES HAVE PERSON TO CONTACT IF THE UTILITIES HAVE PERSON TO CONTACT IF THE UTILITIES HAVE THE CONTACT PERSON'S PHONE NUMBER - The THE DEST THE TO CALL. FAX NUMBER AND/OR EMAIL ADDRESS - The FAX NUMBER AND/OR EMAIL ADDRESS - The SECHEDULED EXCAVATION DATE AND SCHEDULED EXCAVATION DATE AND START TIME — CHESS THE TO START TIME business days. Durayion of a job – How long wil the Job Bake Any additional Remarks you may have

You will be given a 10 cligit serial number as send mation of your cell find our system will send you the responses from the willthes on the months of your scheduled excevetion date vie fax or email



What do we do?

We are the "Call before you dig!" company for all of Pennsylvania if you plan to disturb the earth with powered equipments you are required by Pennsylvania law to notify the underground utility companies of your intent to do so. Notification occurs by calling 8-4-1 or 1-800/242-1776, 24 hours of the day, every day of the year. Notification can also be done on our website at www.papnecetl.079.

We will then notify the utility companies nearby of your intent to dig. The utility companies are responsible to mark where their underground lines are located with colored legs, paint or dhalk.

Please Note:

- PA One Call does not mark willly lines
- In source deseas, the outling consigency may not mark the searches three your owner.
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Why should you call?

Safe digging is no accident If you are installing a fence or dock, or digging for a malbox post, patio or other excavation project, it is important to Know What's Below. Dial 8-1-1 or 1-800-242-1778 before you dig. The utility companies do not want an accident, either. The best way to learn where underground utility lines are located is to call before you dig.

For more information visit www.pa811.org



Homeowner Quick Tips

- One casy phone call to 8-1-1 (hize to ten business days before digging begins helps keep your neighborhood safe.
- Call on Monday or Tuesday if you plan to dig on Saturday or Sunday.
- The utility companies will mark where their underground lines are located with colored paint, flags or chalk.
- Do not remove the flags if you see them in your yard.
- Our service is no cost to homoowners.
- Did you hire someone to install your lence, deck or new patio?
 Ask to see the PA One Call serial number before allowing them to dig on your property.

The Excavator's Responsibility

- Dial 8-1-1 or 1-800-242-1776.
- Do not allow anyone to excavate on your property without calling.
 Always leek for the markings on the ground before your dig date.
- If you do not see markings, do not allow anyone to dig. Wait for the lines to be marked by the utility.
- Whoever places the call will receive an email or fax with a list of facility owners who have marked or have not marked. Pay attention to this message.
- Respect the markings by not removing flags of disturbing the actual markings
- Exercise care around the marked lines by hand digging.
- When the project is complete, the exception should remove the flags or manks from the ground or povement.
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THIS FORM REQUIRES A NOTARY SEAL

AFFIDAVIT OF EXEMPTION

		not required to provide workers compensation insurance under ers' Compensation Law for one of the following reasons, as	
	any work pursuant to	g own work. If property owner does hire contractor to perforn puilding permit, contractor must provide proof of workers the municipality. Homeowner assumes liability for contractorement.	
		yees. Contractor prohibited by law from employing any individua int to this building permit unless contractor provides proof o ality.	
		er the Workers' Compensation Law. All employees of contractos' compensation insurance (attach copies of religious exemption	
Signature o	f Applicant		
County of _			
Municipality	of		
		Subscribed, sworn to and acknowledged before me by the above this Day of	
SEAL			
		Notary Public	